



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0081

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

September 24, 2020 NOTICE OF JOB VACANCY #20-226

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division of Law, for applicants who meet the requirements specified below:

TITLE: Deputy Attorney General 2
(Assistant Section Chief – Pensions and Financial Transactions Section)

SALARY: \$79,247.71 to \$114,890.41

LOCATION: Division of Law
Financial Affairs and State Contracting Practice Group
Pensions and Financial Transactions Section
Hughes Justice Complex
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: The Pensions and Financial Transactions Section (“PFT Section”) provides counsel and representation to the Division of Pensions and Benefits, the various State pension and health benefit boards and committees (collectively the “Boards”) in the Department of the Treasury, and other divisions within the Department of the Treasury. An important part of the PFT Section’s work involves counseling the Boards and defending the Boards’ decisions in contested cases in the Office of Administrative Law and the Appellate Division. The Assistant Section Chief (ASC) for the PFT Section will be responsible for assisting the Section Chief and Assistant Attorney’s General in the oversight and management of the Section. The ASC will assist in oversight and supervision of counseling and representation of the client agencies, participate in evaluations of Deputy Attorneys General, and perform other duties as assigned.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor. Admission to practice as an Attorney at Law in the State of New Jersey is required.

EXPERIENCE: Four (4) years of experience as a practicing attorney, one (1) year of which shall have been in a supervisory capacity.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, applicants must complete a Division of Law attorney application for employment, found at www.nj.gov/oag/dol-hiring. While completing the application you will be instructed to upload supporting documents including but not limited to: a resume, cover letter indicating interest in vacancy #20-226, a copy of your Certificate of Good Standing with the Supreme Court of New Jersey, a legal writing sample (unedited by others), a copy of your unofficial law school transcripts (self-prepared transcripts are not accepted), and an Affirmative Action form. All items must be submitted together, in one package, on or before the closing date of October 24, 2020.

Current Division of Law employees need only send a resume and cover letter to DOL.Applicant@law.njoag.gov

DOL applicants submitting via email must include #20-226 ASC-Pensions and Financial Transactions Section in the subject-line.

The “New Jersey First Act,” N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

